

**RIBBONS :** We recommend Remington ribbons which are available in all standard colours or combinations of colours at all Remington branches.

**CARBON PAPER :** To secure good carbon copies it is required that a good grade of carbon paper be used—the Remington line of carbons is the best and provides a wide range in colours and finishes.

**CLEANING AND OILING :** The face of the type should be cleaned with Remington Plastic cleaner or a stiff bristle brush. Use oil sparingly. Do not clean machine with spirit as it is injurious to the lacquer.

## SUPPLIES for your PORTABLE

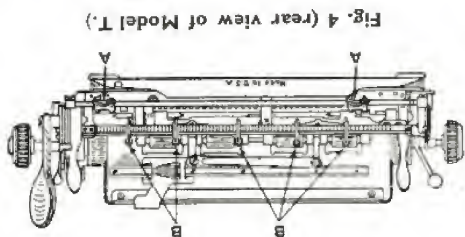
**NOTE :** An easy method to set margin stops without reference to numbers on rack or scale is to insert paper in the machine, determine where you want the left margin, setting carriage at that point. Reach back and move left margin stop towards the right as far as it will go and it is then set in the position you want it. To set the right-hand margin, reverse the procedure.

Tabulator stops (B) are mounted on a rack numbered to correspond with cylinder scale (14) fig. No. 5. Stops can easily be moved to any position desired. By pressing tabulator key located in the keyboard (29A) fig. No. 5 to the fullest extent, the carriage can be moved quickly and accurately to the proper tabulator position. The tabulator is useful in correspondence for indentations, for filling-in and is also useful in billing and statement work, or as lists of names, addresses, etc. columnar work of any kind such

The marginal bell rings on the 6th space before reaching the right margin stop, permitting the writing of five characters after the bell rings. To pass either right or left margin stop press margin release key (4) fig. No. 5.

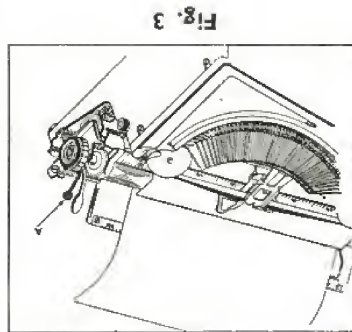
Marginal stops (A) are mounted on a rack numbered to correspond with cylinder scale (14) fig. No. 5. To move marginal stops, press little corrugated knob at end of each stop—move stop to desired position on scale and release.

## To Set Margin Stops MODEL S and T To Set Tabulator Stops MODEL T



**INSERTING THE PAPER**

Adjust paper guide (13) fig. No. 5 to desired position. Drop paper evenly behind platen with left edge next to guide and it will feed through the machine accurately. If paper guide is not disturbed it will enable feeding of balance of work in the same position permitting use of tabulator stops and other features without readjustment. Lever (A) shown in black when pushed back releases paper so that it can be adjusted to any position or straightened.

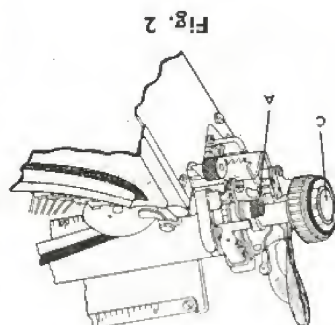


**BETWEEN LINES  
SPACING**

For single spacing, pull out knob indicated by (A) and turn it forward as far as it will go.

For double spacing, pull knob (A) out and turn it back as far as it will go.

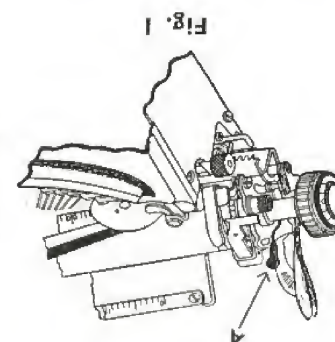
For fill-in work or for adjustment to ruled lines, press in the button (C) in left platen knob, adjusting paper to writing position. (To lock this device, press in button and turn it back. To release, turn button forward.) Writing line is directly on a line with the top of the aligning scale, see (17) fig. No. 5.



**TO RELEASE AND  
LOCK CARRIAGE**

To release carriage—move lever (A) slightly to the left.

To lock carriage—pull lever (A) forward and to the right, hooking it under small projection which holds it forward. Then move carriage to 40 on the scale where it locks with a click. Machine may then be covered with top part of case, ready for carrying.



## CHANGING THE RIBBON

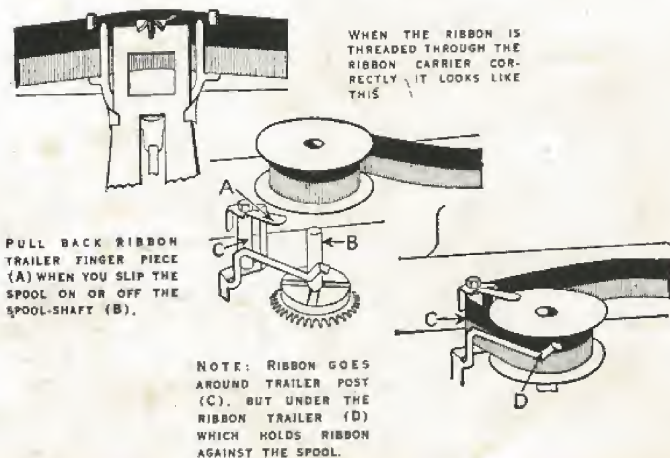


Fig. 6

**NOTE :** Both right and left ribbon spool mechanisms are referred to in the accompanying instructions, but for simplification only the left is shown in these illustrations.

Study the position of the old ribbon carefully before you begin, then proceed as follows :

1. Pull the ribbon thumb knob (see 26, fig. 5) to the right, and wind the old ribbon as far as it will go on to the right spool.
2. Hold back the left ribbon trailer finger piece (A in above fig.) and lift off the left spool.
3. Hold the left spool with the left hand, and pull the ribbon with the right hand, grasping it close to the left spool; this will release the clip that attaches the end of the ribbon to the spool.
4. Hold back right ribbon trailer finger piece (A), and lift off the right spool with the old ribbon on it.
5. Put the new spool with ribbon on the right spool-shaft (B), and thread the ribbon around the trailer post (C), but under the ribbon trailer (D).
6. Push the ribbon thumb knob (see 26, fig. 5) to the left.
7. Pull about 8 inches off the right spool, and attach new ribbon to left spool by putting ribbon under the clip, and snapping clip over the hub of the spool—be sure ribbon is not twisted.
8. Hold back the left ribbon trailer finger piece (A), and put the spool on its shaft.
9. Thread the ribbon around the left trailer post (C), but under the ribbon trailer (D), as on the right.
10. Hold the ribbon between thumb and first finger of each hand, turn the bottom of the ribbon toward you and thread it through the ribbon-carrier in the centre where the type prints so that it looks as it does in the first illustration above.

## OPERATING INSTRUCTIONS

for the

REMINGTON  
PORTABLE

VICTOR MODELS  
S & T

REMINGTON TYPEWRITER COMPANY

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Telephone : Mansion House 3333.

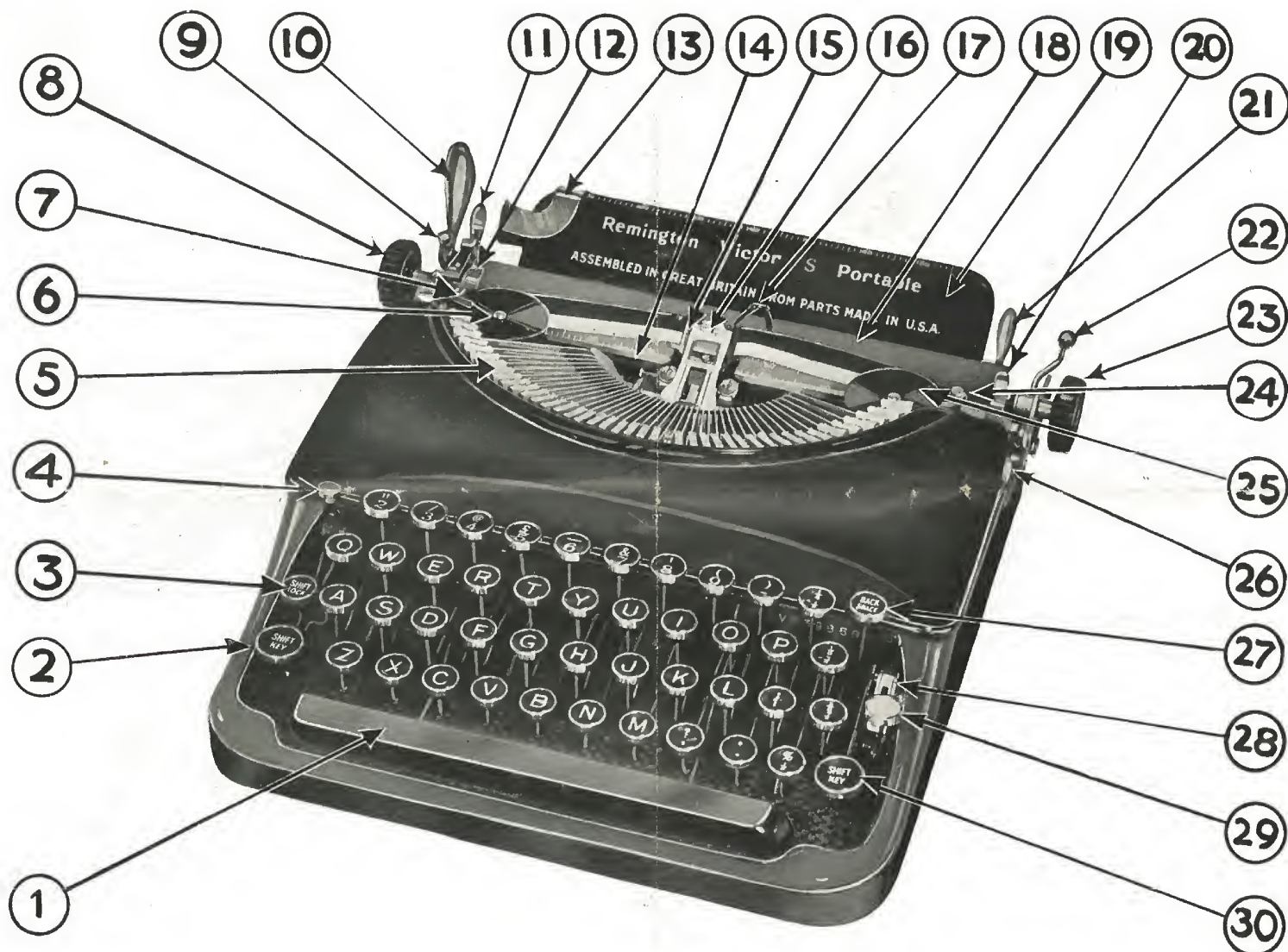


FIG. 5

## PRINCIPAL OPERATING PARTS

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|---|--|
| <p>1. <b>SPACE BAR</b><br/>For spacing between words.</p> <p>2. <b>SHIFT KEY, LEFT</b><br/>For writing capital letters and upper case characters.</p> <p>3. <b>SHIFT LOCK</b><br/>To lock shift down for writing only capital letters or only upper case characters.</p> <p>4. <b>MARGIN RELEASE</b><br/>Pressing down permits writing outside of marginal lines without readjustment of marginal stops (see fig. 4).</p> <p>5. <b>TYPE FACE</b><br/>Each type face is case hardened to prevent wear. Heel on back of type prevents collision and breaking of type face.</p> <p>6. <b>RIBBON SPOOL, LEFT</b><br/>To change ribbons see fig. 6.</p> <p>7. <b>RIBBON TRAILER FINGER PIECE</b><br/>See fig. 6 for further information.</p> <p>8. <b>PLATEN KNOB, LEFT</b><br/>See fig. 2.</p> <p>9. <b>LOCK LEVER</b><br/>See fig. 1 for instructions.</p> <p>10. <b>LINE SPACE LEVER AND CARRIAGE RETURN</b><br/>Returns carriage at same time spacing to next writing line.</p> <p>11. <b>CARRIAGE RELEASE</b><br/>Releases carriage so that it may be moved freely to right or left.</p> <p>12. <b>PAPER FINGER, LEFT</b></p> <p>13. <b>PAPER SIDE GUIDE AND SCALE</b><br/>See fig. 3 for details of use.</p> <p>14. <b>CYLINDER SCALE</b><br/>For locating positions in the writing line.</p> <p>15. <b>RIBBON CARRIER</b><br/>Holds ribbon in place between type and paper. (See fig. 6.)</p> | <p>16. <b>TYPE GUIDE</b><br/>Ensures perfect alignment of type, vertically and laterally.</p> <p>17. <b>ALIGNING SCALE</b><br/>Indicates bottom edge of writing. Used for adjusting the paper when inserting or for writing on ruled paper. Also used when correcting errors.</p> <p>18. <b>CYLINDER, RUBBER ROLLER</b></p> <p>19. <b>PAPER TABLE</b></p> <p>20. <b>PAPER FINGER, RIGHT</b> (See 12)</p> <p>21. <b>CARRIAGE RELEASE LEVER</b> (See 11)</p> <p>22. <b>PAPER RELEASE LEVER</b><br/>Used in straightening the paper or when removing it from the machine.</p> <p>23. <b>PLATEN KNOB, RIGHT</b> (See 8)</p> <p>24. <b>RIBBON TRAILER FINGER PIECE</b> (See 7)</p> <p>25. <b>RIBBON SPOOL, RIGHT</b> (See 6)</p> <p>26. <b>RIBBON THUMB KNOB AND RIBBON REVERSE</b> (See fig. 6)</p> <p>27. <b>BACK SPACE KEY</b><br/>Used when carriage is to be moved back one or more spaces.</p> <p>28. <b>RIBBON INDICATOR</b><br/>For selecting for upper or lower half of ribbon and for adjusting the machine for stencil cutting. (Move indicator to black spot for upper half, and to red spot for lower half—Central for stencil cutting).</p> <p>29. <b>PARAGRAPH KEY ON VICTOR S</b><br/>Useful in correspondence for paragraphing, etc.</p> <p>29A. <b>TABULATOR KEY ON VICTOR T</b><br/>Used for tabulating, indentation and columnar work. (For details see fig. 4).</p> <p>30. <b>SHIFT KEY, RIGHT</b> (See 2)</p> |
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### PARTS NOT APPEARING IN THE ABOVE ILLUSTRATION

VARIABLE LINE SPACER (See fig. 2)  
 LINE SPACE REGULATOR (See fig. 2)  
 TABULATOR STOPS (See fig. 4)  
 MARGINAL STOPS, LEFT AND RIGHT (See fig. 4)  
 CARRIAGE LOCK LEVER (See fig. 1)

### TO REMOVE MACHINE FROM CARRYING CASE

With carrying case open, note the levers attached to bottom of case on each side of machine. Place middle finger of each hand on its respective lever with the thumbs under each front corner of the machine's frame. Press the levers and raise with the thumbs. The machine lifts right out.  
 To Replace Machine. Merely tilt machine so slot under rear frame fits over hook in rear bottom of case and lower machine into case between the two levers. It locks into position immediately.